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2 July 1964

## OUTPLACEMENT SERVICE ACTIVITIES

June 1964

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The weekly meetings of the Interdepartmental Placement Committee of the USCSC provides the Agency useful information and personal contacts with other Federal personnel officers for outplacement of Agency employees seeking other Federal employment. In addition, Agency representation there also affords the Agency an opportunity to announce our vacancies and informally consider applicants who are available through other Government retrenchment programs.

Early in June, a member of the Outplacement Service contacted the Chief, PRD in order to ascertain whether he would like us to announce any Agency vacancies at the IPC. As a result, we announced the need for several International Economists and got a prompt invitation to review the Department of Labor's International Labor Economist register. The Chief, PRD was advised and ORR officials reviewed 175 applications. They made a preliminary identification of 12 likely candidates which they have requested PRD to contact.

The Chief, Professional Placement Service, Department of State, also responded by contacting us for an interview for [REDACTED] who would consider a GS-15. It was arranged with the Washington Recruitment Office to interview this applicant. As a result, they have decided to circulate this man's papers not only to ORR but also to DDP since he has had many years of Middle East and African experience.

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Similarly, when the USES announced that a local research concern was releasing several physicists, we advised the WRO which undertook a review of their resumes. Result: The Agency interviewed five of these candidates and is processing the papers of one, with the understanding that it will actively consider an application from a second one if his pending non-government job offer does not materialize.

In addition, Outplacement Service accepted two IPC referrals for internal consideration. The first a Photographer, is being accepted by TSD for overseas contract work and the second, a bilingual specialist, is also being accepted for a contract assignment [REDACTED]

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The Chief, PRD, asked Outplacement Service to conduct an informal Federal employment search for Mr. [REDACTED], an Agency Geographer candidate, who had been turned down by our Medical Staff for ulcerated stomach ulcers. This was accomplished not

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without some difficulty in view of the applicant's medical problem. Since it was at the end of the academic year and Mr. [REDACTED] exact location was not known, the Chief, Outplacement Service, decided to telephone Dr. [REDACTED]

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25X1A [REDACTED] to advise him of our search

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25X1A results and ascertain Mr. [REDACTED] address. [REDACTED] was pleased to hear from this Agency and asked a number of questions concerning Agency and Federal employment in general. He also offered to pass this developed job information along to Mr. [REDACTED]

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25X1A [REDACTED] The Chief, PRD, subsequently indicated that this service would help the Agency's future recruitment drives at the [REDACTED] and was good public relations material.

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During the evening of 23 June, Mr. [REDACTED], Chief, CIA Language School telephoned the Chief, Outplacement Service at home and told him that he had received a telephone call from the Director, FSI, who wanted us to provide a Greek interpreter-translator for the White House for the President's next evening's session with the Greek Prime Minister. OTR was unable to accept this responsibility. Subsequent contacts included a Special Assistant to the Deputy Under Secretary of State for Administration and the Chief, Languages Services, Department of State. The Chief, Outplacement Service made tentative arrangements for a qualified former Agency contract employee to serve in this capacity. Although this candidate was not used, this exercise afforded Outplacement an opportunity to renew acquaintances with the Chief, Language Services of the Department of State, with two positive results. The Chief, LS, plans to organize a training program for interpreter candidates (including any that we would recommend) to become familiar with electronics devices used in simultaneous interpreting. Secondly, we were able to advise State that we would probably be having "early retirees" that would qualify as interpreters and State would be willing to employ such clients on a non-personal service contract basis.

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#### LEAD SOURCE SURVEY ACTIVITIES

Anticipating a heavier workload than was realized during the latter part of this fiscal year, we undertook a lead source survey of local industrial concerns. However, we found that without

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specific clients to refer to developed job vacancies it was somewhat luxurious to actively pursue this type of survey. We have, however, continued this survey work on a sporadic basis with June developments including contacts with a Vice President of the [REDACTED] Institute; a former JOT client now with a local market research concern; the Agency [REDACTED] recruiter; the Chief, Official Cover Section, CCS; the Director of Foreign Management Training Program of the USDA Graduate School; various personnel officials of Federal and industrial organizations, etc.

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Our present method of developing lead sources (as contrasted to broad survey work) is geared to trying to locate specific leads for individual clients. It is anticipated that we will continue to operate in this fashion until such time as we can anticipate a heavier workload.

TELEPHONIC REFERENCE WORK

The Outplacement Service continues to serve as a focal point for the Agency in furnishing references on all former and current employees. Our long distance telephone log reflects that we handled references for two former clients (including one "701" client), and two former Agency employees. Summarized from our log:

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4 June 1964 - The DD/Personnel referred a telephone call from Mr. [REDACTED] to the Chief, [REDACTED] Outplacement Service. [REDACTED] was interested in exploring the background of Mr. [REDACTED] a former FE Operations Officer in connection with hiring him for a Development Officer (Fund Raiser) for [REDACTED] had just completed a year with [REDACTED] in this field.) In view of the manner in which [REDACTED] left the Agency, it was necessary to check this case out with Chief, SAS, and FE officials. It seemed that [REDACTED] was happy with our recommendation as to [REDACTED] level of performance and potential, etc. However, they were concerned with the story that they had received informally concerning the ambitious wife (from whom [REDACTED] was separated) who was attempting to effect a reconciliation. [REDACTED] position was the Development Officer's salary was \$10,000 per annum with no growth potential and if [REDACTED] did reconcile with his wife, the lack of growth potential there could create a tense personal situation. The Chief, Outplacement Service could offer no advice on that situation. However, this conversation did end with an invitation to drop in and see them at [REDACTED]

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Outplacement Service decided to avoid speaking to this point but it does reflect an outplacement problem that was almost unsurmountable in trying to effect external placements for some of these female reports officers who refused to consider returning to secretarial positions since they had been graduated by this Agency into professional positions.

OUTPLACEMENT SUPPORT ACTIVITIES

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June was a "low" month for the Outplacement Service in terms of the number of new clients accepted. The total for the month was nine. However, during June Outplacement handled a total of 85 active clients. In addition, several "assists" were given to high grade Agency officials in the process of accepting other Federal employment ( [redacted] etc.). Civil Service examining information was also given to approximately 12 Agency employees and several administrative officers who had contract personnel interested in Federal employment. June placements included; two communications technicians to DOD, one professional to a congressional staff assignment, one professional to a POD project contract assignment, and two to private industry.

As a result of several months experience gained in dealing with Federal investigators, the Chief, Outplacement Service is analyzing the personnel-security relationships of external Federal investigators with Agency supervisors and employees. A report will be forthcoming shortly.